



City of Riverside, California
Personnel Policy and Procedure Manual

Approved:

Human Resources Director

City Manager

Number: II-1 Effective Date: 11/00

SUBJECT: **CLASSIFICATION PLAN ADMINISTRATION**

PURPOSE:

To describe the Classification Plan and provide basic guidelines for Plan administration.

POLICY:

The *Classification Plan* shall provide for the grouping into classes of all positions in the classified service which are sufficiently alike in essential duties and responsibilities to be assigned the same descriptive title, to be assigned the same salary range, to be given the same examination or other selection device for appointment or promotion, and to require substantially the same qualifications (in terms of experience, education, knowledge, skills, and abilities) on the part of applicants or employees. The Classification Plan does not include those positions specifically identified as being excluded from the classified service. Such positions serve in an "at will" capacity.

1. Plan Maintenance - The Human Resources Director is responsible for maintenance of the *Classification Plan*, including the allocation of new or changed positions to the appropriate class, the determination of proper salary ranges within the provision of pay administration, maintenance of up-to-date class specifications, and the preparation of reports and recommendations on revisions to the Classification Plan.

Revisions recommended by the Human Resources Director (including reclassification actions and the creation of new or abolition of existing classes) which affect individual positions, classes, class series, or all classes in the *Classification Plan* require approval of the City Manager and City Council and become effective upon the recommended date approved by City Council.

2. Class Specifications - The Human Resources Department, with the assistance of departmental staff, will develop and maintain written class specifications for each class.
3. Content - Class specifications shall include the class title, a brief statement defining the essential duties and responsibilities of the class, the reporting relationship, the distinguishing characteristics of the class that differentiate it from other classes (if applicable), the supervision received and exercised, examples of duties performed, the typical working conditions (as applicable), the medical category designation, and the qualifications required in terms of knowledge, skills, ability, experience, and education.
4. Class Title - Class titles specified in the Classification Plan shall be the official titles to identify positions in each class and for use on all official records. Official titles shall not indicate gender. Working titles for purposes not related to personnel administration may be used provided that such titles are not confused with or similar to other official class titles.

Titles that require state licensing shall not be used by any employee unless they possess a current California license for that title.

Where Roman numerals are attached to a class title, the higher numbers represent the higher levels and such numbers attached to titles in one class series have no relation to those same numbers in titles of another class series.

5. Qualifications - Experience and education statements in each class specification establish requirements that must be met by all individuals competing for appointment or promotion to a position in a class. Alternative combinations of education, experience or training may be specified or other combinations may be indicated as desirable in an attempt to meet the particular needs of a department.
6. Interpretation - Class specifications shall be considered as descriptive guidelines and not as inclusive of all duties and responsibilities to be found in positions allocated to a particular class. An employee may be required to perform other duties of a similar kind and quality but not listed in the class specification, as well as any duties of lower classes in the same occupational series, or in similar series which have similar characteristics.
7. Allocation of New Positions - No individual may be appointed, reappointed, reinstated, rehired, transferred, demoted, or promoted except to an established position. An established position is one that has been classified, has a class specification established, has a salary range assigned, and has been authorized by City Council.

Departments requesting a new position, either in an existing or new class, shall provide a Position Classification Study Request and a Job Analysis Questionnaire setting forth the duties, responsibilities and other essential information, along with an organization chart clearly identifying the position and its relation to other positions. The Human Resources Department shall review these materials, make such other investigation and/or audit as necessary, and, following review with the concerned department(s), recommend to the City Manager the allocation of the position to an appropriate class.

8. Reallocation of Positions - Classification actions that affect the original allocation of a position and result in the reallocation of that position are:
 - a. Title Change - A technical change to better identify a position or to reflect current occupational terminology. This change by itself does not require any change in qualifications, salary range, or status of the incumbent(s).
 - b. Reclassification - A reallocation of a position from one class to another class as a result of changed duties, responsibilities, and/or qualifications (experience, education) requirements. See Personnel Policy and Procedure Manual Policy II-2, Reclassification, for expanded treatment of this subject.
 - c. Salary Range Change - A change affecting all positions in a class through an amendment to the Salary Plan, based upon a need to maintain internal equity among certain classes, or continuing difficulty in recruiting and retaining well qualified persons.

9. Requests for Review - Requests for review of the classification of a position may be initiated by a department or an employee. In either case, the department head shall be responsible for the preliminary evaluation and/or justification of the request for review and shall forward approved requests, with comment and recommendation, to the City Manager for consideration.

The Human Resources Department shall conduct a classification study of those requests approved by the City Manager, utilizing a Job Analysis Questionnaire completed by the incumbent(s) and supervision, organizational information, and interviews with supervisor(s) and employee(s) as needed, and will advise the City Manager and affected department head(s) of the disposition of requests for review.

10. Bargaining Unit Notification - The appropriate bargaining unit shall be advised of intended actions and shall be sent a copy of the implementing report.
11. Human Resources Board - The Human Resources Board shall be advised of classification actions and shall be sent a copy of the implementing report.

PROCEDURE:

<u>Responsibility</u>	<u>Action</u>
Human Resources Department	1. Maintains the Classification Plan including the development, revision, and interpretation of class specifications; allocates and reallocates positions to classes.
Employee/Department	2. Requests a review of the affected position(s) through the chain of command of the position.
	3. Completes a Classification Study Request form.
Department	4. Prepares a preliminary evaluation and/or justification of the request for review.
Department Head	5. Approves or denies study requests.
	6. Forwards the Classification Study Request form within ten working days from date of receipt to the City Manager's Office with comments and recommendations.

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| City Manager | 7. Reviews and approves/denies study requests. |
| Human Resources Department | 8. Prioritizes, schedules and conducts approved class studies and prepares recommendations. |
| City Manager | 9. Reviews and approves/denies study results. |
| Human Resources Department | 10. Advises the department head of the disposition of the study. |
| Bargaining Units | 11. Receives and reviews intended classification actions. |
| Human Resources Department | 12. Notifies the Budget Office of recommendation for inclusion in department budget and for City Council approval. |
| City Council | 13. Approves the creation of new or deletion of existing classes. |
| Department | 14. Prepares Personnel Action Form(s) (P-2's) to enact the recommendation(s) affecting the incumbent(s) after City Council approval. |

Attachments:

1. Classification Study Request
2. Job Analysis Questionnaire



CITY OF RIVERSIDE
CLASSIFICATION STUDY REQUEST

Date Submitted _____ Department/Division _____

Type of Request:

☐ Title Change

Current Title _____

Proposed Title _____

☐ Equity Adjustment

☐ Reclassification

Justification _____

DEPARTMENT APPROVALS:

Submitting Supervisor _____ Department Head _____

Account to be charged, should funds be required to implement recommendation:

For Personnel Department Use

JAQ Sent _____

JAQ Submitted _____

Date Received _____ Study Started _____

Date Completed _____ Disposition _____

Recommendation: _____

Comments: _____

JOB ANALYSIS QUESTIONNAIRE**Account Clerk I/II**

Name _____ Title _____

Instructions

Please put a check on the line if you perform the duty. If you do not perform a job duty listed below cross it off the list. Any additional duties not included on the list, add to the lines provided on this questionnaire. Attach additional sheets, as appropriate.

List of Duties

1. ____ Maintain general and subsidiary ledger records according to established account classifications.
2. ____ Post entries from supportive records and balance against other records.
3. ____ Serve at public counter collecting service payments and license fees; make change; count cash and verify receipts; make daily bank deposits.
4. ____ Prepare and audit voucher packages for payment to vendor.
5. ____ Post charges to accounts.
6. ____ Calculate personnel, equipment and other costs for special projects.
7. ____ Assist in departmental budgetary control.
8. ____ Prepare financial and statistical reports.
9. ____ Participate in the assignment of appropriate billing rates for utility and other municipal services; make adjustments and corrections on accounts.
10. ____ *May utilize a micro or mini computer, CRT terminal, calculator and other office equipment to carry out assigned clerical functions.*

Space for Additional Duties:

Qualifications

Identify the type and length of education and/or experience required to perform this position at a satisfactory level.

Experience: _____

Education: _____

Necessary Special Requirements

Please list any licenses, registrations or certificates required for your position:

Supervision

Describe the supervision you receive: _____

Describe the supervision you exercise over subordinate staff (please attach an organization chart):

Budget Responsibility

What functions do you perform?

____ Develop ____ Monitor
____ Administer ____ Coordinate

What area of responsibility does this budget cover?

____ Department ____ Section
____ Division ____ Other _____

Indicate dollar amount of budget \$ _____

Contacts

Describe key internal and external contacts that are important to the accomplishment of your position:

Is there any additional information that you would like to include that is pertinent to the evaluation of your position?

Signature of Employee _____ Date _____

Supervisor's Comments:

Supervisor's Signature _____ Date _____

Department Head Signature _____ Date _____